



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 07/06/2018 Current Slot No.: See MPA
 Department Name: Flood Ctrl Wtr Extract 2018 Current Position Title: _____
 Department No.: 115-092 Requested Position Title: Truck Driver II

REQUEST FOR: New Position Temporary Position* Position Reclassification Other _____

SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00
			Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00
			Net Change
TOTAL BUDGETARY IMPACT:	\$ 0.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other 8-1100-429-60-115-092-0-121

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt **FLSA:** Exempt
 Non-Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>06/28/2018</u>	<u>12/28/2018</u>	<u>Monday - Friday 7:00 am - 4:00 am</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		<u>\$26,796.00/2,080 = \$12.88</u>	Hourly Rate	<u>\$ 12.88</u>
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$ 12.88</u>	<u>\$ 13,396.00</u>
No. of Weeks	x	Hours per Week	=	Total Hours x Hourly Rate = Budgeted Salary

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Department Head _____

 Department of Human Resources _____

 Department of Budget & Management _____

Date 7/10/18
 Date 7/10/18
 Date 7/10/18



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

MULTIPLE PERSONNEL ACTION FORM (Attachment A)

NOTE: Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: Flood Ctrl Wtr Extract 2018

Department No.: 115-092

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T001		Truck Driver II		\$13,398.00
T002		Truck Driver II		\$13,398.00
T003		Truck Driver II		\$13,398.00
T004		Truck Driver II		\$13,398.00
T005		Truck Driver II		\$13,398.00



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NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 07/06/2018 Current Slot No.: See MPA
 Department Name: Flood Ctrl Wtr Extract 2018 Current Position Title: _____
 Department No.: 115-092 Requested Position Title: Truck Driver III

REQUEST FOR: New Position Temporary Position* Position Reclassification Other _____

SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00
			Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00
			Net Change
TOTAL BUDGETARY IMPACT:	\$ 0.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other 8-1100-429-60-115-092-0-121

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt **FLSA:** Exempt
 Non-Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>06/28/2018</u>	<u>12/28/2018</u>	<u>Monday - Friday 7:00 am - 4:00 am</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$31,255.00/2,080 = \$15.03</u>			Hourly Rate <u>\$ 15.03</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$ 15.03</u>	<u>\$ 15,622.00</u>
No. of Weeks	x	Hours per Week	=	Total Hours x Hourly Rate = Budgeted Salary

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Department Head _____
Renee Delgado
 Department of Human Resources _____
 Department of Budget & Management _____

Date 7/10/18
 Date 7/10/2018
 Date 7/10/18



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

MULTIPLE PERSONNEL ACTION FORM (Attachment A)

NOTE: Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: Flood Ctrl Wtr Extract 2018

Department No.: 115-092

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T006		Truck Driver III		\$15,628.00
T007		Truck Driver III		\$15,628.00
T008		Truck Driver III		\$15,628.00
T009		Truck Driver III		\$15,628.00
T010		Truck Driver III		\$15,628.00



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MULTIPLE PERSONNEL ACTION FORM (Attachment A)

NOTE: Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: Flood Ctrl Wtr Extract 2018

Department No.: 115-092

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T011		Equipment Operator III		\$18,228.00
T012		Equipment Operator III		\$18,228.00
T013		Equipment Operator III		\$18,228.00
T014		Equipment Operator III		\$18,228.00
T015		Equipment Operator III		\$18,228.00
T016		Equipment Operator III		\$18,228.00
T017		Equipment Operator III		\$18,228.00
T018		Equipment Operator III		\$18,228.00
T019		Equipment Operator III		\$18,228.00
T020		Equipment Operator III		\$18,228.00



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MULTIPLE PERSONNEL ACTION FORM (Attachment A)

NOTE: Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: Flood Ctrl Wtr Extract 2018

Department No.: 115-092

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T021		Maintenance I		\$12,735.00
T022		Maintenance I		\$12,735.00
T023		Maintenance I		\$12,735.00
T024		Maintenance I		\$12,735.00
T025		Maintenance I		\$12,735.00
T026		Maintenance I		\$12,735.00
T027		Maintenance I		\$12,735.00
T028		Maintenance I		\$12,735.00
T029		Maintenance I		\$12,735.00
T030		Maintenance I		\$12,735.00
T031		Maintenance I		\$12,735.00
T032		Maintenance I		\$12,735.00
T033		Maintenance I		\$12,735.00
T034		Maintenance I		\$12,735.00
T035		Maintenance I		\$12,735.00



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MULTIPLE PERSONNEL ACTION FORM (Attachment A)

NOTE: Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: Flood Ctrl Wtr Extract 2018

Department No.: 115-092

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T036		Maintenance I		\$12,735.00
T037		Maintenance I		\$12,735.00
T038		Maintenance I		\$12,735.00
T039		Maintenance I		\$12,735.00
T040		Maintenance I		\$12,735.00